

**MONTANA Office of Public Instruction (OPI)**  
**21st Century Community Learning Centers (21<sup>st</sup> CCLC)**  
**GENERAL GRANT INFORMATION**

**Who May Apply**

Any public or private organization is now eligible to apply for a 21<sup>st</sup> CCLC grant. Examples of agencies and organizations now eligible under the 21<sup>st</sup> CCLC program include, but are not limited to: non-profit agencies, city or county government agencies, faith-based organizations, institutions of higher education, and The statute eligible organizations applying for funds to collaborate with the schools the children attend. The statute also allows a consortium of two or more agencies, organizations or entities to apply.

**Limit of one application per year per school district.** Only one application may be submitted for each school district. This provision encourages equitable distribution of funds across the state (ESEA 4204 f). The minimum grant awarded will be \$50,000 per application per year (including continuation grants). Maximum grant awards will be \$150,000 per application per year, and \$300,000 per application per organization.

All eligible applicants, both new or continuation grants, may apply for 21st CCLC funds for the following purposes:

- To support previously funded programs and services; and
- To expand to new schools/sites.

Applications will be screened for capacity to administer the program on a pass/fail basis as demonstrated by:

- Achievement of goals set during previous years;
- Evidence of that achievement; and
- Levels of student attendance in the program for the five years or the last three years of existence (looking for stable growth and no declining attendance).

**Older Continuation Grant Applications (before 2015):** Applications may be made by current Montana 21st CCLC grantees whose grants will expire June 2015, if the grantees have satisfied programmatic and fiscal requirements issued by the OPI. These grantees may submit an application to continue funding for an additional three-year grant cycle at 50 percent of the previous year's funding request (minimum of \$50,000). Continuation grantees must maintain the level of service of their previous grant.

**New Grantee (2015 award) Continuation Grants:-**Applicants awarded a new grant in 2015 will be able to apply for continued funding for three years (fourth and fifth years of award) at 75 percent (fourth year) and 50 percent (fifth year) of original funding request. A comprehensive successful site visit and financial review will be conducted and used to determine eligibility and approval of a grantee in order to apply for a continuation grant.

### **Site Eligibility**

Federal legislation supports the provision of services for children, youth, and their families in elementary and secondary school-site settings or at other locations that are at least as available and accessible as the school site. Elementary schools and secondary schools are defined as any nonprofit institutional day or residential school. Applicants proposing to provide services through the 21st CCLC grant must provide documentation that:

- The applicant, school district, and school site are in agreement about the program site;
- If an off-campus program site is proposed, the program location will be at least as available, safe, and accessible as it would be if it were located at the school site;
- There is a clearly defined plan of communication between the alternate site and the school(s), including the alignment of the academic assistance component; and
- Safe transportation between the school and the alternate site and between the alternate site and home will be provided.

Funds from the state administered 21st CCLC program, as directed by provisions of the *No Child Left Behind Act of 2001*, are intended for use with students who attend schools with a high concentration of poverty. To that end, an absolute priority of the program is that the target population will be students from schools designated as Title I school wide or Title 1 targeted assistance, 40 percent (or higher) free and reduce meal eligibility. In addition, applicant agencies that serve students in schools designated as schools in need of improvement under Title I *and/or* are doing so jointly as a collaboration between the school building(s) receiving Title I funds and other community-based organizations or public or private organizations will receive competitive priority in this application process.

**Equitable Participation of Private, Nonpublic School Students:** Students, teachers, and other educational personnel are eligible to participate in 21st CCLC programs on an equitable basis. A public school or other public or private entity that is awarded a grant must provide equitable services to private, nonpublic school students and their families. In designing a program that meets this requirement, grantees must provide comparable opportunities for the participation of both private and public school students in the area served by the grant. Given this requirement, a private school that is awarded a grant must provide equitable services to the public school students and families and vice versa. Public schools must serve and include students from private schools within their geographic region in a local 21st CCLC program.

**Grantees must consult with private and nonpublic school officials** during the design and development of the 21st CCLC program on issues such as how the children's needs will be identified and what services will be offered. Services and benefits provided to private school students must be secular, neutral, and non-ideological. Consultation involves communication and discussions between LEAs and private school officials on key issues that are relevant to the equitable participation of eligible private school students, teachers, and other education personnel in *Elementary and Secondary Education Act* programs.

Private schools may apply for this grant and are likewise held to the standard requirements of equitable participation and timely and meaningful consultation. Private school grantees must provide equitable access to the program for all public school students and their families who reside in the geographic area of the private school. Private schools, where applicable, must consult with public schools. See <http://opi.mt.gov/Programs/TitlePrgms/NonPublic/index.html>.

## **Program Components**

All grantees are required to provide an: a) academic assistance component, and b) an educational enrichment component. In addition, applicants must address the needs of family members of students participating 21st CCLC through a c) family literacy component. In addition, all applicants must upload a logic model that addresses these requirements.

Each eligible organization that receives an award may use the funds to carry out a broad array of before and after school activities (or activities during other times when school is not in session) that advance student achievement. *Activities should be aligned to federal guidelines based on a local student needs assessment:*

- Remedial education activities and academic enrichment learning programs, including those which provide additional assistance to students to allow the students to improve their academic achievement (in Montana, literacy by third grade is a priority);
- Literacy activities;
- Mathematics and science education activities;
- Arts and music education activities;
- Career development and entrepreneurial education programs;
- Tutoring services, including those provided by senior citizen volunteers, and mentoring programs;
- Programs that provide after school activities for limited English proficient or English as a second Language students and that emphasize language skills and academic achievement;
- Recreational activities (physical and healthy lifestyle education);
- Telecommunications and technology education programs;
- Expanded library service hours;
- Programs that promote parental involvement and family literacy;
- Programs that provide assistance to students who have been truant, suspended, or expelled to allow them to improve their academic achievement;
- Drug and violence prevention programs;
- Counseling programs; and
- Character and service learning education programs.

## **Family Literacy Services Component**

Adult family members of students participating in a community learning center may participate in educational services or activities appropriate for adults. In particular, local programs may offer services to support parental involvement and family literacy. Services may be provided to families of students to advance the students' academic achievement. However, programs are open only to adults who are family members of participating children. This component of the program is not intended to provide non-targeted programming such as GED. Proposals should include partnerships with local GED providers to ensure family access to such services. Document your GED partnership provider with a Memorandum of Understanding (MOU).

## **Partnerships**

By bringing together community organizations with school districts, centers can take advantage of multiple resources in the community. 21st CCLC can offer residents in the community an opportunity to volunteer their time and their expertise to help students achieve academic standards and master new skills. Collaborative partnerships can also ensure that the children attending a learning center benefit from the collective resources and expertise throughout the community. Partnerships can benefit the collaborating partners through the sharing of resources and/or funds, volunteers and/or time, and advice or guidance.

21st CCLC grant applicants must provide a description of the partnership between a local educational agency, a CBO, and, if appropriate, other public or private organizations. If the local applicant is another public or private organization, the applicant must provide an assurance that its program was developed and will be carried out in active collaboration with the schools that the students attend. Demonstration of such partnerships is a competitive priority for this application.

### ***Experience and Best Practice***

Partnerships within the community allow for more efficient use of local resources. Collaboration among diverse partners strengthens the variety of services the community can offer. For example, volunteers help staff the program, community partners provide space for the program to be held, and local businesses can provide cash donations to supplement costs and provide long term sustainability for continuation reductions in funding and when the grant funding expires. Seniors, local colleges, community groups, and churches are good sources of volunteers. It is also recommended that you create an advisory board with community members to assist in the development of program policies, procedures and guidance of the program.

## Scope of Operation

21st CCLC services are to be provided outside the regular school day or during periods when school is not in session, e.g., before school, after school, evenings, weekends, holidays, or summer. 21st CCLC may also offer services to students during normal school hours on days when school is not in session, e.g., school holidays or teacher professional development days when school is dismissed early. Activities targeting prekindergarten children and adult family members may take place during regular school hours, as these times may be the most suitable for serving these populations.

The following minimum hours of operation must be met:

- Programs must operate, at minimum, an average of 48 hours per month.
- If offering summer programming, programs must operate, at minimum, 15 total days.
- Before school programs must operate at least one hour per day immediately prior to school start each day program is offered.
- Programs that operate on weekends or during the summer will be required to operate for at least three hours per day program is offered.
- Regardless of day or time offered, programs must provide a daily, nutritious snack that meets the requirements of the USDA National School Lunch Program for meal supplements.

### ***Example of Minimum Scope of Operations***

The ABC Program at 123 Junior High School operates four days per week, Monday through Thursday, from 2:30 p.m. to 5:30 p.m. during the school year. Every other week, the program operates an extra two hours on Wednesdays. ABC also hosts parent nights, adds an extra hour every other week that showcases community partner programming. This exceeds the 48 hour per month minimum while adjusting for local community need.

### **Research suggests: more time spent in engaged and sustained learning activities yields greater benefits.**

The majority of community learning centers funded directly by the U.S. Department of Education are open at least 15 hours per week. To ensure that children have ample extended learning time, the U.S. Department of Education believes that, based on their analyses of 21st CCLC and other after school program evaluation data, centers should be open three hours a day and at least four days a week. To best serve the children of working families, centers should consider establishing consistent and dependable hours of operation.

**Centers should also consider offering online activities that can extend learning beyond program time.**

**Summer:** Federal data collection requires a minimum of 30 days to report.

## **Award Duration**

**New Applications:** Montana will offer five year grant awards. The funding level will remain 100 percent for the first three years of the grant. Grantees demonstrating sufficient compliance will be eligible for continuation funding for two years (fourth and fifth years of award) at 75 percent (fourth year) and 50 percent (fifth year) of original funding request. Sufficient compliance is meeting all the required compliance items in the Montana CCLC On-Site Monitoring Documentation and the data information collected by OPI. Following the fifth year of funding, all programs must submit a new application for continuation.

## **Continuation Applications -- Grantees after 2015**

Montana 21st CCLC grantees that have satisfied programmatic and fiscal requirements issued by the OPI, will receive a site visit and financial review (after three years) before being approved for a continuation of two additional years at 50 percent of the previous funding request and not less than \$50,000. Continuation grantees must maintain the level of service of their previous three years at full funding.

## **Program Attendance Requirements**

Each program's local collaborative partners will determine required attendance patterns for the programs operated after school, before and after school, and/or other non-school hours. Based on experience and research, the OPI recommends that programs require elementary student attendance every day and middle school attendance at least three days per week of a five-day program. The OPI monitors all grants, their attendance data and periodically contacts grantees about the accuracy and results of data as part of ongoing desk monitoring.

## **Staffing Requirements**

Federal legislation does not require tutors or teachers who provide academic enrichment or tutorial services under the 21st CCLC program to have specific qualifications. However, if the 21st CCLC program is also supported with Title I funds, paraprofessionals must meet the requirements specified in Title I. Under Title I, all paraprofessionals must have a high school diploma or its recognized equivalent. In addition, paraprofessionals hired on or after January 8, 2002, must have one of the following: two years of higher education, an associate degree, or pass a formal assessment.

Professionals who provide translation or parental involvement services must have a high school diploma, but are not required to meet any further qualification requirements. In addition, if the 21st CCLC program uses volunteers, they must be appropriately qualified to serve as volunteers (background checks are strongly encouraged), and grantees will be required to describe the minimum qualifications in the grant application.

### ***Experience and Best Practice***

Employing a highly qualified staff is critical to success. Each applicant must establish minimum qualifications for each staff position. For example, the following key requirements for staff qualifications and staffing ratios might be applied:

- All staff members who directly supervise students meet at least the minimum qualifications for an instructional aide in the school district.
- The administrator must ensure that the program maintains a student-to-staff ratio of no more than 20 to 1. A lower student-to-staff ratio is encouraged and may be achieved with a cadre of trained volunteers and other strategies.
- The principal of each participating school must approve the selection of the before and/or after school program site supervisors.
- All program staff and volunteers are subject to the health screening and fingerprint clearance requirements in current law and district policy for school personnel and volunteers in the school district.

### **Montana OPI Funding/Formula**

21st Century Community Learning Centers (21st CCLC) grant funds are awarded on a competitive basis for a three-year period (re-evaluate for fourth and fifth year), and are disbursed monthly on a reimbursement basis. Grants will be awarded to serve elementary, junior high/middle school, and/or high school students.

Community learning centers may apply for funding based on student attendance to support:

- An after school program during the regular school year only; or
- A before and after school program during the regular school year; and/or
- A program operating on weekends, school breaks, or early dismissal days as an extension of the before and/or after school program; and/or
- A program that is operated in the summer.
- Upon execution of a signed and approved grant contract, the grantee must complete the E-grants requirement and will be assigned to work with a grant manager for their budget requests.
- Second year grant award of funding will be fully earned through at least 70 percent of the proposed average daily attendance of students during year one.
- Third year funding will be fully earned through at least 80 percent of the proposed average daily attendance of students during year two.
- Fourth and fifth year grant award must be earned through 90 percent average daily attendance of students during year three and four.

## **General Guidelines for Determining the Budget:**

The minimum grant awarded will be \$50,000 per application per year (including continuation grants). Maximum grant awards will be \$150,000 per application per year and \$300,000 per applicant per organization per year.

**The Funding formula of a program will be awarded on base-operation costs plus the administration costs (programs serving 20 or less students cannot apply for more than \$50,000.00)**

### **BASE OPERATION COSTS:**

Costs associated with day to day programming and instruction of students. Examples: field trips, instructors, aides, paraprofessionals, contracted services, art supplies, office supplies, and instructional materials.

- a. If the program is serving less than or equal to 20 students, the base-operating costs must equal \$25,000.00.**

**OR**

- b. If the program is serving greater than 20 students, use the formula below to determine the maximum dollar amount allowed for operating costs for your budget:**
- up to \$2.50 per day x number of students anticipated to participate in the program x number of days throughout the school year the program will operate **before school** hours; and/or (see example below)
  - up to \$7.50 per day x number of students anticipated to participate in the program x number of days throughout the school year that the program will operate in the **after school** hours and/or (see example below)
  - the number of days the program will operate on **non-school days** (weekends, holidays, summer) x number of students anticipated to participate in the program x \$7.50 for a three-hour program or \$10 for at least a four-hour program. (see example below)

**Please Note: If you are running your program before school, after school and during the summer, please add together the totals from each formula to determine your maximum operating costs allowable.**



Example of base-calculation of award amount requested:

- 30 students are anticipated to participate in a before school and after school program for 128 days (4 days a week for 32 weeks), and 30 students are anticipated to participate in a summer program for 30 days (5 days a week for 6 weeks)
- Before School base funding =  $\$2.50 \times 30 \text{ students} \times 128 \text{ days} =$  \$9,600
- After School base funding =  $7.50 \times 30 \text{ students} \times 128 \text{ days} =$  28,800
- Summer base funding =  $\$10.00 \times 30 \text{ students} \times 30 \text{ days} =$  9,000
- **Total Base award amount =** **\$47,400**

**ADMINISTRATIVE COSTS:**

Administrative costs include expenses such as project directors, evaluation, professional development, and any other costs required to organize and administer the program.

- a. If the program is serving less than or = to 20 students, the administrative costs must equal \$25,000.00

OR

- b. If the program is serving greater than 20 students, Administrative costs may not exceed the total base award amount. (See example below)

To calculate the total grant funds requested, add the total base award amount + the total administrative costs amount.

*Example of Administrative Cost Calculation:*

Total Base Award Amount:	\$47,400
Total Administrative Costs Amount:	+ <u>47,400</u>
Total Grant Funds Requested:	\$94,800

The following categories must be included in the budget under administrative costs.

- a) **Evaluation:** \$2000 must be budgeted for evaluation services.
- b) **Professional Development:** Funds must be reserved by the grantee for training, staff development, and technical assistance.
- Grantees must budget to attend 2 regional trainings and one conference per year.
  - Resource: U.S. Dept of Education (You for Youth PD website) <http://y4y.ed.gov/>.

c) **Access:**

- Transportation costs;
- Ensuring safety and accessibility of program facilities;
- Elimination of barriers that could impede equitable access to, and participation in activities due to English language acquisition or disability; or
- Other needs for specialized support (e.g., adaptation and/or modification of the curriculum, staff development, specialized resources).

d) **Administrative Costs:**

- Program director/coordinator
- Data collection and entry
- Emergency planning
- Program development
- Marketing

### **Minimum and Maximum Grant Awards**

The minimum grant awarded will be \$50,000 per application per year (including continuation grants). Maximum grant awards will be \$150,000 per application per year and \$300,000 per organization per year.

### **Funding Flexibility**

Grantees may move up to 10 percent between budget categories without an amendment as long as required allocations for evaluation, professional development, access, and administrative costs are maintained.

Grantees that are local educational agencies (LEA) are permitted a certain amount of flexibility in their use of program funds, as follows:

#### *School-Wide Programs*

LEAs are permitted to consolidate and use funds under Part A of Title I together with 21st CCLC and other Elementary and Secondary Education Act program funds received at the school to upgrade the entire educational program of a school that serves an eligible school attendance area. However, schools remain responsible for implementing activities for which they received the 21st CCLC award.

### **Grant Budget Restrictions**

The Montana Office of Public Instruction (OPI) will require attendance reporting for each site receiving 21st CCLC funds to ensure the following average daily attendance requirements are being met:

- Second year grant award of funding will be fully earned through at least 70 percent of the proposed average daily attendance of students.

- Third year funding will be fully earned through at least 80 percent of the proposed average daily attendance of students.
- Fourth and fifth year grant award must be earned through 90 percent average daily attendance of students.

The OPI will encourage each site to sign up for a snack program through the OPI Afterschool snack Program or the CACF Afterschool Meal Program, or with grant funds if the program does not qualify for one of the above snack programs.

The 21st CCLC program is intended to serve as a supplementary program that can enhance an LEA's reform efforts to improve student academic achievement. The OPI strongly encourages local programs to identify other sources of related funding and to describe in the 21st CCLC grant application how all of these resources will be combined to offer a high-quality, sustainable program. Each grant application must identify federal, state, and local programs that also offer after school services to the same school population and describe how they will be combined or coordinated with the proposed program to make the most effective use of public resources. It is not the intent of the 21st CCLC grants to drive away or supplant other programs.

An organization participating in the 21st CCLC program receiving funding for an after school or before and after school program may expend *up to* 40 percent of annual funding of administrative costs associated with the day-to-day operations of the program. Indirect costs are excluded in administrative costs and can be taken in addition.

### ***Experience and Best Practice***

Title I funds, in concert with the 21st CCLC program funds, can provide extended learning programs in schools to integrate enrichment and recreation opportunities with the academic services that are provided. 21st CCLC program funds can also meet the needs of parents seeking supplemental educational services, such as tutoring and academic enrichment, for their children. Local 21st CCLC programs may also work in collaboration with programs to supplement services to target populations such as migrant students.

Other federal programs can also complement local 21st CCLC programs. Many current programs are eligible to receive funds through the U.S. Department of Agriculture Food and Nutrition Service and the Child and Adult Care Food Program for "afterschool snacks," and in some cases, to provide supper to young children. These snacks and meals can contribute to the nutritional services provided in local programs. Services made available through funds from Temporary Assistance to Needy Families (administered by the U.S. Department of Health and Human Services) can be combined with 21st CCLC programs to serve children outside of the regular school day. In no case, however, may 21st CCLC funds be used to supplant other federal activities.

**USDA Food and Nutrition Services Afterschool Snacks:**

<http://www.fns.usda.gov/cnd/Afterschool/default.htm>

**OPI Afterschool Snack Program: 406-444-3095**

[http://opi.mt.gov/Programs/SchoolPrograms/School\\_Nutrition/index.html](http://opi.mt.gov/Programs/SchoolPrograms/School_Nutrition/index.html)

**Child and Adult Care Food Program: 406-444-4347**

<http://www.dphhs.mt.gov/hcsd/childcare/cacfp/index.shtml>

LEAs or other organizations may charge indirect costs to the 21st CCLC grant. Indirect costs are those expenses incurred by a school district or community-based organization in administering or providing program services. All collaborative partners must have, or must establish, an indirect cost rate agreement to charge indirect costs to a grant. A collaborative partner that does not have a current indirect cost rate must consult the participating LEA in the grant application and use that school district's indirect rate. Indirect costs are excluded in administrative costs.

For applications requesting the funding of multiple sites, funds calculated for administrative/indirect costs for each individual site may be combined for the purposes of overall site administration, e.g., one project coordinator for multiple sites.

An organization that receives a 21st CCLC grant may use the 21st CCLC funds for allowable costs only during the grant award period.

Unexpended grant funds may *not* be carried forward in any fiscal year.

The OPI discourages applicants from proposing to charge fees although community learning center programs and services funded through 21st CCLC funds are not required to provide services free of charge. Program services must be equally accessible to all students targeted for services, regardless of their ability to pay. Programs that propose to charge fees may not prohibit any family from participating due to its financial situation. Programs that propose to charge fees must offer a sliding scale of fees and scholarships for those who cannot afford to participate, and any income collected from fees must be used to fund program activities specified in the grant application. Any fees collected from charging to participate in the program must be tracked separately by the fiscal agent and a clear audit trail must exist from the beginning to determine separation of federal funds from fees and charges collected to participate in the program.

21st CCLC grant funds must supplement, not supplant, existing services. Programs are prohibited from using 21st CCLC grant funds to pay for existing levels of service funded through any source.

### **Prioritized Eligibility for Funding**

Federal funding has currently been allocated to Montana for 21st CCLC grants to programs serving elementary, middle, and/or high school students. Grantees awarded a 21st CCLC grant will receive a five-year grant award with the fourth and fifth years funding up for review. Each

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year's annual installment of funds will be disbursed through the E-grant process and is contingent on the availability of federal funds and receipt by the OPI of the state's annual allocation of federal 21st CCLC program funds.

**Absolute Priority:** Consistent with federal legislation, the OPI will restrict grant awards to those applications that propose to serve primarily students who attend schools that are eligible as Title I school wide programs and targeted assisted (40 percent or more of the student population is eligible to receive free or reduced price lunch).

**Competitive priority** will be given to applications that:

- Propose to serve children and youth in schools designated in need of improvement under Title I (Section 1116); *and/or*,
- Are jointly submitted as a collaboration between LEAs receiving funds under Title I and a community-based organization or other public or private entity; and
- First time applicants.

Competitive priority is defined as preference over an application of comparable merit that does not meet the criteria.

For clarification, Title I school wide eligible programs are those in which at least 40 percent of the students qualify to receive free or reduced-cost lunch through the National School Lunch Program under the U. S. Department of Agriculture. To satisfy this requirement, more than 80 percent of the schools in each application must meet the free and reduced-cost meals criteria, and the non-qualifying schools must be located within the same community. Please visit the Title I school wide eligible list on the OPI website to verify that the schools to be served meet these qualifications.